

**CHANGE ORDER APPROVAL FORM**

PROJECT: Gasoline Dispensing Station  
Nassau County Sheriff's Office

CHANGE ORDER NUMBER: 1  
DATE: 04/19/2016

CONTRACT NUMBER: CM2252

TO CONTRACTOR: ACON Construction Company, Inc.

Reason for Change Order: This change was necessitated by the new requirement to install a fully compliant ADA Gasoline Dispensing System. The original intent was to use the existing Fuel Master, however, it does not ADA compliant. The date for substantial completion shall be established as September 12, 2016.

Original Contract Sum.....	\$	<u>279,000.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>279,000.00</u>
Amount of This Change Order (Add/Deduct).....	\$	<u>6,919.00</u>
New Contract Sum Including this Change Order.....	\$	<u>285,919.00</u>

Substantial Completion: 09/12/16 ; Final Completion: 10/12/2016

APPROVED BY: (See attached email from John Clark/Skanska) DATE: \_\_\_\_\_  
Project Manager

APPROVED BY: Charlotte Young 4/21/16 DATE: \_\_\_\_\_  
Contract Manager

APPROVED BY: [Signature] DATE: 4-22-16  
5/4/21/16 Director of Office of Management & Budget

APPROVED BY: [Signature] DATE: 4/22/16  
County Manager

ACCOUNT NO.: 65213521-562000 <sup>SHADM</sup> ~~SHAMS~~

Acon Construction Co., Inc.  
3653 Regent Boulevard, Suite 401  
Jacksonville, FL 32224  
Ph : 904-565-9060

## Change Order

**Project:**  
J15-009 Nassau County SO Fuel Station  
77079 Robert E. Williams Drive  
Yulee, FL 32097

**Change Order: 1**  
**Date: 4/8/2016**  
**Architect's Project:**

**To Contractor:**  
Acon Construction Co., Inc.  
3653 Regent Boulevard, Suite 401  
Jacksonville, FL 32224

**The Contract is changed as follows:**  
Change Order to Meet ADA Requirements

1 Adder for Meeting ADA Requirements \$6,919.00

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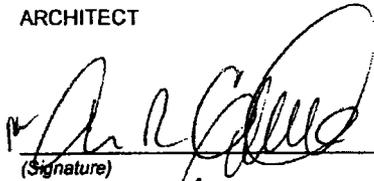
The original Contract Amount was	\$279,000.00
Net change by previously authorized Change Orders	\$0.00
The Contract Amount prior to this Change Order was	\$279,000.00
The Contract will be increased by this Change Order in the amount of	\$6,919.00
The new Contract Amount including this Change Order will be	\$285,919.00

The date of Substantial Completion as of the date of this Change Order therefore is 9/12/2016

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACT AND OWNER.**

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ARCHITECT

  
(Signature)  
ASA R. GUILLETTE, P.E.  
By 4-19-16  
Date

Acon Construction Co., Inc.  
CONTRACTOR  
3653 Regent Boulevard, Suite 401  
Jacksonville, FL 32224

  
(Signature)  
FRANK ANDREWS  
By 4-8-16  
Date

OWNER

  
(Signature)  
By 4/22/16  
Date

**Acon Construction Co., Inc.**

3853 Regent Boulevard, Suite 401  
Jacksonville, FL 32224  
Ph : 904-565-9060

**Change Request**

To: Nassau County  
96135 Nassau Place  
Suite 1  
Yulee, FL 32097  
Ph: 904-491-7337 Fax: 904-321-2658

Number: 1  
Date: 4/8/16  
Job: J15-009 Nassau County SO Fuel Station  
Phone:

Description: Adder for Meeting ADA Requirements

We are pleased to offer the following specifications and pricing to make the following changes:  
This change was necessitated by the new requirement to install fully compliant ADA System instead of the specifications that did not require ADA (using existing Fuel Master was specified, but would not meet ADA)

The total amount to provide this work is ..... \$6,919.00  
(Please refer to attached sheet for details.)

If you have any questions, please contact me at 904-565-9060.

Submitted by: Frank A. Anderson  
ACON Construction Co., Inc.

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc:

Acon Construction Co., Inc.  
 3653 Regent Boulevard, Suite 401  
 Jacksonville, FL 32224  
 Ph : 904-585-9060

Change Request 1 Price Breakdown  
 Continuation Sheet

Description: Adder for Meeting ADA Requirements

Description	Labor	Material	Equipment	Subcontract	Other	Price
ADA Mods				\$6,017.00		\$6,017.00
					<b>Subtotal:</b>	<b>\$6,017.00</b>
			ACON Markup	\$6,017.00	14.99%	\$902.00
					<b>Total:</b>	<b>\$6,919.00</b>



To: Acon Construction  
  
ATTN: Frank Andersen

Jacksonville, FL  
Orlando, FL  
Tampa, FL  
Ft. Myers, FL  
Miami, FL  
Pensacola, FL  
Tallahassee, FL



*Guardian Fueling Technologies provides layouts, installation, and Service on all Liquid Handling Projects. Visit us at [www.guardianfueltech.com](http://www.guardianfueltech.com)*

CORPORATE OFFICE: (904) 680-0850/800-733-2945

Site	77079 Robert E. Williams Dr.	Quote/Job #	GC2547-CO1	Date:	4/7/2016
Address	Yulee, FL 32097	Job Name	Nassau Co Sheriff's Office		

*Please note that due to current volatility in the global steel market, quoted pricing for steel tanks and/or canopy steel, are subject to change prior to commencement of project. Any increase in steel prices may increase the price of this quote.  
\*\*THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE DATE ABOVE\*\**

**General description of work to be performed:**

Provide the equipment as listed below to bring the dispenser and Fuelmaster into ADA compliance. Replace the Gasboy Mechanical side load unit with an Gasboy Electronic "Front Load" unit. The nozzle is located on front and lower than the side hose unit. The front load only comes in the electronic version. There will be a 20% restock fee on the Mechanical dispenser that is already delivered. Provide and install a new ADA compliant Fuelmaster unit. The existing unit is not ADA compliant. There will be a 15% restock fee on the Fuelmaster upgrade equipment that is already here. Price below includes the credits and restock fees.

<b>COMMERCIAL DISPENSING EQUIPMENT</b>			
1	Gasboy Commercial Units consisting of: "Unleaded"	2,257.07	2,257.07
1	Model:9853KXTW1-DFZ Electronic two (2) hose, single product, standard speed dispenser Note: Dispenser includes ACT-2 Dual Pulse Output and Light		
<b>FUEL MANAGEMENT EQUIPMENT</b>			
1	FMU 2500 Master unit, Prokee Only with two hose controllers, Pedestal, NIC & modem Note: Includes a 36" high ADA compliant pedestal	3,687.49 0.00	3,687.49

Obtain Permits for all work performed by Guardian

THE TOTAL PRICE IS AS FOLLOWS:

NOTE: OUR PRICE INCLUDES ALL APPLICABLE TAXES!

Proposal GC2547-CO1

EQUIPMENT - \$5,944.56  
 INSTALLATION- \$73.03  
 BONDS&PERMITS-

**TOTAL PRICE** \$6,017.59<sup>00</sup>

ACON 15% 902<sup>00</sup>  
 TOTAL CD AMOUNT → \$6,919

ACON BELOW THIS LINE

<b>INSTALLATION PAYMENT TERMS:</b>	<b>Customer Initials Required:</b>
<p><i>Guardian has the right to refuse or cease installation for past due invoices related to this contract. Installation/progress payments are due 15 days from invoice date.</i></p> <p><i>Installation payments <b>MUST</b> be current prior to equipment startup, training or completion of warranty work.</i></p> <p><i>The deposit below is due upon acceptance of this proposal and is required prior to permit application.</i></p> <p><i>Guardian's lost work days and re mobilization fees will apply if work is suspended due to non payment.</i></p> <p><i>The warranty period will commence upon our completion of the project and a site lien may be filed due to late payment.</i></p>	

The minimum deposit required for this order is: \$1,504.40

**The Customer's Account must be current prior to training and start up of new equipment!**

We appreciate the opportunity of offering this proposal and trust we may be favored with your most valued business.

**ACCEPTANCE:**  
 This proposal, when accepted by the purchaser, and final approval of Sellers Official Officer, will constitute a bonafide contract between us, subject to all terms and conditions in *Exhibit A which is attached*. It is expressly agreed that there are no promises, agreements or understandings, oral or written, not specified in this proposal.

Steve Bender (904) 250-7869

GUARDIAN FUELING TECHNOLOGIES ACCEPTANCE

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Signature of Officer

\_\_\_\_\_  
 Signature (I AGREE TO PAY TERMS ABOVE)      Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

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**Charlotte Young**

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**From:** Clark, John <John.Clark@skanska.com>  
**Sent:** Monday, April 18, 2016 6:29 PM  
**To:** Charlotte Young  
**Subject:** RE: ACON - Fuel Center Owner Rep Mod.

Charlotte:

In review of the documents and submitted pricing by ACON, I take no exception to the cost submitted.

Thanks,

**John Clark**  
Project Executive

**Skanska Integrated Solutions**

[usa.skanska.com](http://usa.skanska.com)  
2405 Lucien Way  
Suite 250  
Maitland, FL 32751  
Mobile 407.235.8053

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**From:** Charlotte Young [<mailto:cyoung@nassaucountyfl.com>]  
**Sent:** Tuesday, April 12, 2016 1:39 PM  
**To:** Clark, John  
**Subject:** RE: ACON - Fuel Center Owner Rep Mod.

John,  
Per your request I have attached the following:

Performance/Payment Bonds  
Pay Application No. 1

I do not have a record of a Notice to Proceed being issued. I will have to research Bob's communications with ACON to see if he gave direction to start. I do not have an official NTP.

As far as any drawings or designs, I do not show record of being copied. Again, we will have to check with Billy or the office to see what has been submitted.

We will talk tomorrow

---

**From:** Clark, John [<mailto:John.Clark@skanska.com>]  
**Sent:** Monday, April 11, 2016 4:48 PM  
**To:** Charlotte Young  
**Subject:** RE: ACON - Fuel Center Owner Rep Mod.

Charlotte:

As it related to the fuel center scope I have received/ reviewed the following documents:

- ACON UN-executed change order totaling \$6,919 dated 4/8/16 (totaling 5 pages in its pdf format);
- Nassau County RFP document NC15-008 (totaling 247 pages in its pdf format);
- ACON executed agreement totaling \$279,000 dated 9/28/15 (totaling 9 pages in its pdf format);

In review of these documents I have the following questions/ comments:

- Per contract ACON has 130 calendar days to reach substantial completion & 160 days to reach final completion;
  - I see no record of a change order extending the contract beyond 2/5/16 (substantial) or 3/6/16 final completion. For the County's record purposes I would recommend the current change order being contemplated add in time at no cost;
- The agreement's article 3.01 lists former Nassau County director of Facilities Maintenance Bob Knott as the project's "Engineer of Record." However the summary scope of work includes "1) Furnish all necessary Engineering Drawings and calculation required to fabricate, build and permit dispensing station."
  - I need clarification of who is providing design services. If ACON then I point out that their change order proposal does NOT include any costs associated with design services, which should be included.
  - If design services are by the County I would like a copy of that agreement.
    - Also as the "Engineer of Record" is a contractual term used throughout the docs, I would recommend this current change order being contemplated change this person from "Bob Knott" to whomever is going to be called upon to sign various contract docs.

Additional documents I would request to complete a review of the project include copies of the following:

- Executed Notice to Proceed;
- Payment and Performance bonds;
- Approved applications for payment;
- Engineered/ permit documents and specifications;
- Applicable project related permits;

Finally, for our records and use please forward an executed copy of Skanska's change order 2 for Fuel Center – Owner Rep services.

Thanks,  
John

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**From:** Charlotte Young [<mailto:cyoung@nassaucountyfl.com>]

**Sent:** Friday, April 08, 2016 3:17 PM

**To:** Clark, John

**Subject:** RE: ACON - Fuel Center Owner Rep Mod.

Got it, Thanks.

In the meantime, we received the change order request from ACON. I know that is something that you should review but you will probably need more information on the contract and current specifications.

Let me know what documentation you will need so I can start pulling it together.

---

**From:** Clark, John [<mailto:John.Clark@skanska.com>]

**Sent:** Friday, April 08, 2016 2:43 PM

**To:** Charlotte Young

**Cc:** Ted Selby; Cathy Lewis; Shanea Jones  
**Subject:** RE: ACON - Fuel Center Owner Rep Mod.

Charlotte:

Per request, please see attached;

Thanks,

**John Clark**  
Project Executive

**Skanska Integrated Solutions**  
[usa.skanska.com](http://usa.skanska.com)  
Mobile 407.235.8053

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**From:** Charlotte Young [<mailto:cyoung@nassaucountyfl.com>]

**Sent:** Friday, April 08, 2016 9:04 AM

**To:** Clark, John

**Cc:** Ted Selby; Cathy Lewis; Shanea Jones

**Subject:** FW: ACON - Fuel Center Owner Rep Mod.

We are moving forward on the Change Order to add program management services for the Sheriff's Gasoline Dispensing Station. Can you provide me with a revised proposal that would provide a signature block. I need to have a signature from Skanska.

**From:** Ted Selby

**Sent:** Friday, April 08, 2016 8:36 AM

**To:** Charlotte Young

**Cc:** Cathy Lewis; Shanea Jones

**Subject:** RE: ACON - Fuel Center Owner Rep Mod.

/

Yes

Ted Selby  
Nassau County Manager  
96135 Nassau Place, Suite 1  
Yulee, FL 32097  
Phone (904) 530-6010  
Fax (904) 321-5784

---

**From:** Charlotte Young

**Sent:** Friday, April 08, 2016 8:26 AM

**To:** Ted Selby

**Cc:** Cathy Lewis; Shanea Jones  
**Subject:** RE: ACON - Fuel Center Owner Rep Mod.

Do you want me to go ahead and move forward on the Change Order for Skanska to add construction oversight for the Gasoline Dispensing Station ?

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**From:** Cathy Lewis  
**Sent:** Wednesday, April 06, 2016 5:01 PM  
**To:** Ted Selby; Shanea Jones; Charlotte Young  
**Subject:** Fw: ACON - Fuel Center Owner Rep Mod.

Sufficient budget exists in the Sheriff Administration project for Skanska's \$8,750 proposal/change order.

Cathy Lewis, CPA  
Nassau County Board of County Commissioners  
Office of Management and Budget  
Financial Management & Budget Analyst  
96135 Nassau Place, Suite 2  
Yulee, FL 32097  
904-530-6005  
[clewis@nassaucountyfl.com](mailto:clewis@nassaucountyfl.com)

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**From:** Ted Selby  
**Sent:** Wednesday, April 6, 2016 10:55 AM  
**To:** Cathy Lewis  
**Subject:** FW: ACON - Fuel Center Owner Rep Mod.

This e-mail includes Skanska's proposal for oversight of the fueling station.

Ted Selby  
Nassau County Manager  
96135 Nassau Place, Suite 1  
Yulee, FL 32097  
Phone (904) 530-6010  
Fax (904) 321-5784

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**From:** Charlotte Young  
**Sent:** Monday, April 04, 2016 12:30 PM  
**To:** Ted Selby  
**Cc:** William Stonebreaker; Suzie Fontes  
**Subject:** FW: ACON - Fuel Center Owner Rep Mod.

Ted,

Please find attached a proposal submitted by John Clark with Skanska for oversight and management of the Sheriff's Gas Dispensing Station project. Let me know your direction on this.

---

**From:** Clark, John [<mailto:John.Clark@skanska.com>]  
**Sent:** Friday, April 01, 2016 1:59 PM  
**To:** Charlotte Young  
**Subject:** RE: ACON - Fuel Center Owner Rep Mod.

For the County's review and consideration please see the attached proposal to provide owner rep services for the Fuel Station scope of work being performed by ACON.

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**From:** Charlotte Young [<mailto:cyoung@nassaucountyfl.com>]  
**Sent:** Tuesday, March 29, 2016 4:03 PM  
**To:** Clark, John  
**Subject:** RE: ACON - Fuel Center Owner Rep Mod.

Per your request, please find attached copy of the agreement with ACON. I have also attached the original ITB document so you can review the scope of work and technical specifications.

---

**From:** Clark, John [<mailto:John.Clark@skanska.com>]  
**Sent:** Tuesday, March 29, 2016 11:51 AM  
**To:** Charlotte Young  
**Subject:** ACON - Fuel Center Owner Rep Mod.

Charlotte:

Following up on our conversation earlier:

If you could forward me the county's agreement w/ ACON for the fuel service center, I will review and provide a cost proposal/ scope for Owner Rep services similar to that of the Admin facility.

Also, I wanted to say thanks for setting up the meeting w/ Mr. Selby – I found it necessary and productive.

Thanks,

**John Clark**  
Project Executive

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